

Chief, General Services Office

10 December 1953

Chief, Records Services Division

Activity Report for Week Ending 10 December 1953

The following activities which occurred during the week throughout the Division are in addition to those described in the attached reports on various specific phases of the Records Management Program:

- a. The Records Management Program Guide was received and is being distributed today.
- b. The comments on the Handbook for the Subject Classification and Filing of Correspondence Records (HB [redacted]) have been received by the Regulations Control Staff from all offices except DD/P and Training. [redacted] of the Regulations Control Staff, advises that DD/P indicates that they probably will not concur in the Handbook and will discuss the reasons therefor directly with us. In the meantime, the comments received will be compiled and forwarded to us during the coming week. We will then begin to reconcile the comments and begin discussions with the offices which submitted them. 25X1 25X1
- c. We have received an informal request from OCD relative to our taking over the contents of approximately 47 filing cabinets of old records, mostly TS material which concerns the OSS program. Discussions will take place with OCD and arrangements will be made to transfer this material.
- d. A request has been received from the Acting Personnel Director that effective 1 January 1954 a Position Control Register in lieu of the present method of listing T/O's be compiled for the Office of Communication, Office of Training, all offices in the DD/I group and all offices in the DD/A group. Experiments have already been conducted on this new method of listing T/O's and as soon as we can determine the additional time required for the new procedure, we will notify Personnel as to any special requirements.
- e. It appears necessary to regroup some of the tabulating machine equipment and probably move some of the heavier units from Wing B of Curie Hall to Wing A. This is necessary in order to reduce the noise in Wing B which has been seriously effecting production and accuracy of key punching and to permit better utilization of equipment.
- f. Clarification was obtained with the Security Office relative to the designation of a representative from this Division to work with the General Services Administration in developing

standards and specifications for certain types of filing equipment and in connection with a determination that has to be made on the ultimate disposition of National Selective Service records.

- g. Twenty-two Agency representatives attended the meeting conducted by the Inter-Agency Records Administration Conference at the National Archives auditorium on 4 December. Included in the group were members of our staff and representatives of a number of offices.



25X1

Report for week ending 10 December 1953 from RECORDS DISPOSITION BRANCH

Foreign Broadcast Information Division

The taking of the records inventory has been completed. 1070 linear feet of records have been listed. Plans are currently being made for the development of systems for the improvement of reference service and mail handling; plans for the establishment of official file stations are well developed.

Medical Office

The taking of the records inventory has been completed; 57 describable items and sub-items have been identified and listed involving an estimated 470 linear feet of records. Preliminary evaluations have been made and the records control schedule should be completed by the end of the week. Upon completion the schedule will be discussed with medical personnel for the purpose of approving standards developed. Plans for the improvement of systems should be initiated early next week.

General Counsel

It is planned to initiate the systems and disposition survey in this office the beginning of next week.

R  
Chief, Records Disposition Branch

Report for week ending 10 December 1953 from RECORDS SYSTEMS BRANCH

25X1

A memo was addressed to all Area Records Officers suggesting they initiate a distribution of the courier schedule, issued as Notice [redacted], dated 21 October 1953, at the points where this information can be used to expedite mail handling. The notice was originally issued only to offices maintaining Regulation Manuals, which would normally file them in the manual after circulation. However, to be of value the information should be readily available to all persons responsible for dispatching mail.

A memo to all Area Records Officers and a draft of an accompanying leaflet regarding the use of Security Desk Trays has been prepared and will be forward to the printer upon the approval of the Chief, GSO.

Vital Materials

The Area Records Officers for the Office of Intelligence, Coordination, Medical Office, Communications Office, Executive Registry and Contact Division of the Office of Operations visited the Repository this week, in conjunction with the Records Management training program. This trip concludes the orientation programs at the repository, which, from all indications have proven very beneficial to the progress of the agency Vital Materials program.

Negotiations are under way to move the GPO proof-reading operation out of 114 North Building into space in the basement of South building, now utilized by the GSA engineer. The engineer would move into Central building. Final decision on this move which would permit the continuance of our filming the BR dossiers should be available in the next few days when [redacted] of General Services meets with GSA officials.

Work has been progressing in the establishment of a Vital Materials schedule in OSI. January 15, 1954 has been set as the completion date for this schedule.

811879100

Responsible personnel in the Office of Research and Reports are re-evaluating their vital material holdings and have stated that they hope to deposit additional materials within a few weeks. This resulted from the recent trip made to the repository by [ ] of ORR.

25X1

25X1

Mail Control

Following an inquiry regarding a delay in the dispatch of an FBID cable, [ ] met with [ ] and presented a schedule of messenger pick-up and delivery times to that Division. This schedule provides for an additional pick-up at 3:55 P.M. each day. The schedule is shown as follows:

25X1

25X1

•	9:30	1:50
	10:50	3:10
	12:05	3:55 - Pick-up Only for mail to go out on last shuttle run
		4:25

The volume of mail handled on Saturdays has shown a downward trend for the past several weeks and with the closing of the OCD mail room on Saturday we have been able to reduce overtime requirements from 78 to 67 hours.

Chief, Records Systems Branch

811679200

TIME DISTRIBUTION CHART

MAIL CONTROL SECTION

Man-  
hours

1300

1200

1100

1000

900

800

700

600

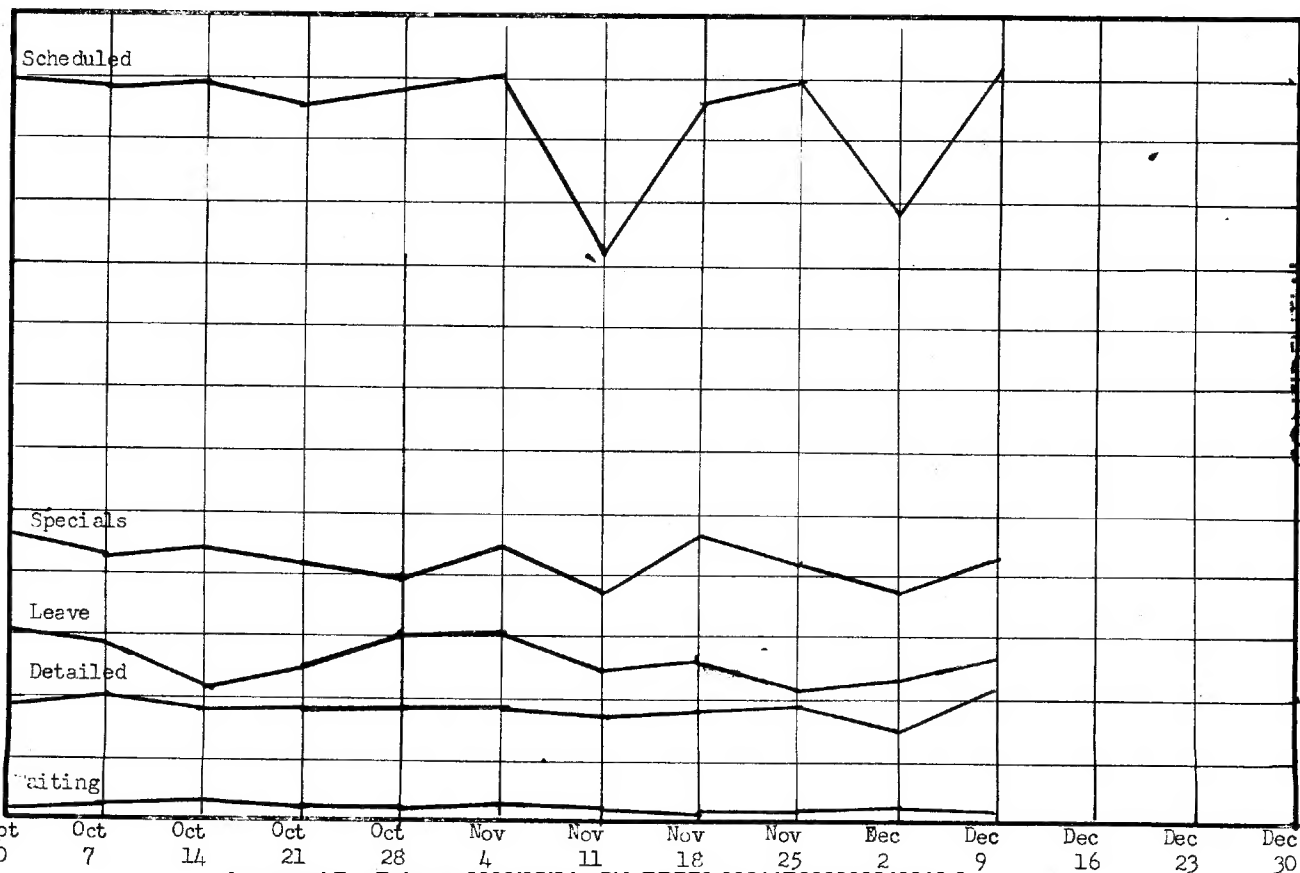
500

400

300

200

100



CONFIDENTIAL

CONFIDENTIAL

EXHIBIT 5

Security Information

Report for week ending 10 December 1953 from FORMS MANAGEMENT BRANCH

Subsequent to discussions with the Printing Advisory Staff, GSO, the Security Officer, GSO, and representatives of the Security Office, DD/A, concerning Notice [redacted] and Executive Order 10501 all standardized agency forms were reviewed to ascertain which forms currently bear the classifications "Restricted" and "Security Information." A visit was then made to the warehouse by [redacted]

GSO, and [redacted] of Logistics. Stocks of forms bearing these classifications were physically inspected and determinations made concerning overprinting or manually correcting stocks. [redacted] were then furnished a list of 14 forms to be withdrawn from stock and overprinted. Action was also taken to secure overprinting of 3.5 million Information Report Run-off sheets used in conjunction with Forms No. 51-4 AA.

The Forms Management Program as proposed for the agency was discussed in more detail with Helen Moore, AEO, Comptroller, following her review of AFM 9-1. She appears to be receptive to all proposed actions.

Final type copy of the proposed new Information Report which is a consolidation of 3 forms and a pre-printed back run-off sheet was prepared, photostatic copies obtained, discussed with Printing Advisory Staff, GSO, and Printing and Reproduction Division, GSO personnel and then left with the office of primary interest for further discussions. Reactions of all concerned to the proposed form were quite favorable.

Numerous discussions concerning sterile forms were held during the week with DD/P, GSO and Logistics personnel. As a result a policy memorandum was released to Logistics setting forth sterility requirements.

Additional discussions were held during the latter part of the reporting period with personnel from previously mentioned offices, as well as with Department of the Air Force and Government Printing Office personnel. On 9 December 1953 an agreement was concluded with Mr. Robinson of GPO which will enable the Agency to obtain complete sterility for its forms where required, with special attention to GPO markings. Procedures will be developed by GPO to cross reference plate and job numbers to the Form number, thus enabling that office to retain and make readily available plates for reruns. Prior to

Security Information

conclusion of this agreement plates on sterile forms were destroyed and a new change for setup and plate making was incurred each time such a form was reprinted.

Current Requests for New, Revised and Reprinted Forms:

No. of Requisitions		Copies	
New	4	14,500	Total
Revisions	1	80,000	"
Reprints	6	82,750	"
		<u>117,250</u>	Grand Total

Request of DD/P for 5,000 copies of Form No. 59-17 was disapproved inasmuch as form is available thru supply.

As of 10 December 1953 a backlog of 22 requests for approval of new, revised and reprinted forms existed.

---

Chief, Forms Management Branch

831330133



~~RECORDS CENTER~~  
ROSSLYN, VA.~~CONFIDENTIAL~~  
Security Information

## Report of the RECORDS CENTER BRANCH for the week ending 10 December 1953

During this period the Personnel Office transferred to the Center 95 cubic feet of official personnel folders and 53 cubic feet of applicant files.

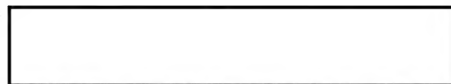
Three persons from the Office of the Comptroller visited the Center and searched certain files of that Office now in custody. Their visit, as well as visits of other searchers, has again pointed up the need for adequate search room facilities. Plans are now being drawn up for the utilization of space adjacent to the office, and will be submitted for approval shortly.

A copy of a list of records holdings, by organizations, is attached. A system for maintaining a cumulative volume account is now being installed so that at any time it will be possible to know the holdings of these offices.

The job of inventorying distribution materials is now about 75 % complete.

GSA/PBS has not yet started the erection of steel shelving, the lowering of the lights, nor the installation of the space heater in the NW room.

No word has been received as to what decision has been made by the Agency safety officer in respect to the type of bracing required for the shelving.



Chief, Records Center Branch

25X1

~~CONFIDENTIAL~~  
Security Information

811050100

GENERAL SERVICES  
OFFICE OF THE CHIEF

DEC 10 1 21 PM '53

RECEIVED

7628000

## APPENDIX B

Week ending 10 December 1953

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images filmed - Rotary Camera	1,430	18,697
Flat-bed Camera	4,253	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	5,146	5,064
Outgoing	9,586	6,537
b. Postage expended	\$896.21	\$800.12
c. Scheduled courier trips	240	240
d. Special courier trips	93	55.3
e. Inter-agency mail by courier		
Incoming	1,007	956
Outgoing	929	1,313
f. Personnel actions:		
Recruitments	0	-
Separations	1	-
g. Use of Motor Pool Vehicles		
Available	0	-
Available but delayed	0	-
Not available	3	-

341080100